Welcome to the Helen Wilson Community Room!

We are pleased to provide this space for your group's event today.

As a matter of good housekeeping please keep the following requirements in mind:

- Chairs and tables are provided for your convenience. Please make sure that if you remove them from the room, you return them following your event.

- This room is co-located with the Lee District Board of Supervisors office, the Franconia District Police Station and the Franconia Museum. While your event is taking place, there are also many other things going on such as meetings in the Supervisors office, detectives conducting interviews, residents coming to their district police station to obtain information and individuals visiting their community museum. Please keep this in mind and ensure that your group's noise level is kept reasonable.

- There is **no cleaning service** provided for the Community Room. Please leave the room the way you would like to find it. This room is in popular demand and often hosts several events each day. Because of this, your help in ensuring that your group has cleaned up after itself and the room is ready for its next set of guests is appreciated. If you find this room in disrepair or have an accident you are unable to clean please let Supervisor McKay's office know immediately.

- Trash must be removed from the room and left neatly in a closed bag outside the door so that the station janitor can pick it up. Additional bags are provided in each trash receptacle; please make sure you replace the bag you've removed with a fresh one for the group using the room after you.

- Before you leave and after all trash and signage has been removed, please help conserve energy by turning off the lights.

- Failure to cooperate with any of the above requirements may result in loss of privilege to use the Community Room.

- If you have questions or would like to request a complete copy of Community Room rules, please contact Supervisor McKay's office.

Best of luck for a great event and thank you for your help in keeping this space clean!